

City of Long Beach

Policy and Guidelines for Employee's Children in the Workplace

The City recognizes that from time to time an employee may wish to have his/her children accompany the employee to the workplace. While the workplace is not a substitute for regular child-care, in infrequent, limited and temporary circumstances, and where it provides minimal disruption to the normal workplace routine, children may be allowed in the workplace. The ability to bring children into the workplace is a privilege, not a right. Supervisors have sole discretion in approving or ending any arrangement under this policy at any time.

It is understood that there are differences in workplaces throughout the City of Long Beach. Some workplaces may be conducive to visits by an employee's children, while others may not. Space limitations, job hazards, areas with equipment that is particularly susceptible to damage, or other elements of the job may make it difficult or impossible to accommodate a child in the workplace. Because of these differences, it is understood that not all employees will be able to bring their children to the workplace. Supervisors and employees are expected to come to a common understanding regarding whether or not their workplaces are appropriate for children.

Guidelines:

- Children may be allowed in the workplace for infrequent and limited visits.
- Employees are expected to be considerate of co-workers by ensuring that their children are supervised, well-behaved, and nondisruptive to the normal work routine.
- Children will not be permitted in any workplace where there are significant safety concerns. Such areas would include, but not be limited to, any areas where chemicals or heavy equipment are being used.
- Children will not be allowed to travel in City vehicles under this policy.
- Employees have a responsibility to ensure that children do not use, tamper with, or damage City equipment. Any loss or damage to City equipment due to child carelessness, vandalism, or theft shall be the responsibility of the employee.
- Employees are responsible for the safety of their children. The City has no responsibility to the child beyond that it has to the general public.
- Supervisors are encouraged to treat employees as equally as possible in similar circumstances. However, because of differences in workplaces, it is understood that not all employees will be allowed to bring children into the workplace.
- Employees who request anything other than an infrequent, incidental allowance for their children to be in the workplace must gain prior approval from their supervisor, and must also execute this agreement below which acknowledges this policy and indemnifies the City for any claims or liability that may occur.

Signature of Employee/Parent

Date

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

WHEREAS the undersigned employee of the City of Long Beach (hereinafter referred to as "employee") wishes to have his/her child accompany him/her to work in a City facility; and

WHEREAS the City of Long Beach has determined that it would be in the best interests of the City to accommodate the employee's request; and

WHEREAS the employee is fully aware of the potential dangers and injuries which may be sustained by the employee's child while in the City facility in which the employee works; and

WHEREAS the employee wishes to execute this agreement, notwithstanding the foregoing.

NOW, THEREFORE, in consideration of the covenants herein contained, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by each party to the other, the undersigned hereby agrees as follows:

1. That the employee hereby agrees to indemnify and hold harmless the City, its officials, its departments and divisions, its employees and agents, from any and all claims, liabilities, expenses or lawsuits as a result of the employee's child or children being allowed to accompany the employee to work and remain present in the following City facility: _____, whether said claims, liabilities, expenses or lawsuits arise by the acts or omissions of the employee, the employee's child or children, or the employee's agents, or whether by the acts or omissions of third persons.

2. The employee further releases and discharges the City, its officials, its departments and divisions, its agents and employees, and any and all persons legally responsible for the acts or omissions of the City, from any and all claims which the employee or the employee's child has or may have against the City, its agents or employees, arising out of or in any way connected with the presence of the employee's child or children at the City facility designated above.

3. The employee further agrees to abide by the terms and conditions of the City's policy regarding children in the workplace, as set forth in the reverse side of this Agreement.

DATED this _____ day of _____, 199____.

FATHER

MOTHER

Approved by:

Employee's Supervisor